



Police Planner

Department: Police

Class Code: 2148

EEO Code: 22

FLSA: E

Effective: 01/03/1992

GENERAL STATEMENT OF DUTIES:

Under general supervision performs work of moderate difficulty in performing planning functions for the Police Department; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

(illustrative only):

Collects, analyzes and organizes statistical data essential to the preparation and maintenance of the delivery of law enforcement services; collects data pertaining to population growth and trends as well as population composition and characteristics; analyzes approved zoning and subdivision plans of development to determine the resulting impact on the Department; conducts studies to evaluate efficiency and effectiveness of various police units and makes recommendations; reviews CALEA standards and writes Department policies and procedures; participates in the Department's annual budget process; participates in the preparation of capitol improvement plans; works with County Attorney's Office to create/revise local ordinances; works with legislative liaison to create/revise state codes; performs desktop publishing duties; lays out pages, selects size and style of type, and enters text and graphics into computer to produce printed materials such as wanted posters, newsletters, new forms, certificates, and flyers, applying knowledge of graphic arts techniques and typesetting; serves as liaison with other area agencies' planning components; participates in selected planning oriented organizations; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of modern methods and practices of police work; of practices and techniques of police planning; of police information systems; of CALEA standards; of related federal, state, and local laws, codes and/or ordinances.

Considerable skill in interpreting statistical information and in developing sound analytical conclusions and recommendations; in forecasting future trends and developing reports; in developing and maintaining effective working relationships with department personnel, other county personnel, and other law enforcement officials; in communicating effectively, orally and in writing.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for an Associate level major in police science and four years experience in police work, or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
